

CITY OF HACKENSACK

JOB OPENING ANNOUNCEMENT

Title: Sanitation Municipal Department Head

Department:	Department OF Public Works - Sanitation	Salary Range:	\$80,000 - \$120,000
Date Posted:	10/01/2026	Position:	Full-Time, Non-Contractual
Post Expires:	Until filled	Shift:	Monday-Friday 5:30am to 1:30pm

Application Process:

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at apply@hackensack.org

Job Description

ROLES AND RESPONSIBILITIES

The Sanitation Department Head shall oversee the Sanitation division of the Department of Public Works, including all administrative and supervisory duties for approximately 40 employees engaged in refuse collection.

- Establishes work plans and supervises the preparation and collection of routes for sanitation and recycling employees.
- Supervises and is responsible for the proper use of necessary equipment and supplies.
- Manages the operation of the removal of garbage, recycling, and bulk material from streets and curbs, residential high-rise buildings, etc.
- Maintains records of the distribution of Sanitation Carts and their corresponding ID numbers
- Receives and investigates all internal and external complaints from both employees and residents.
- Conducts field investigations to ensure residents are complying with the appropriate regulations.
- Assists with the notification of individuals who violate regulations, and initiates actions to ensure compliance.
- Prepares reports as needed and maintains essential records for the department.
- May perform other similar duties as needed.

EXPERIENCE AND EDUCATION REQUIREMENTS

Minimum of four (4) years of progressively responsible supervisory or management experience, including direct supervision of field personnel, assignment and coordination of routes, oversight of equipment operations, and responsibility for day-to-day field operations.

LICENSE AND CERTIFICATIONS:

Appointees will be required to possess a Commercial Driver's License valid in NJ.

REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)

- Knowledge of the methods used in collecting municipal refuse.
- Knowledge of procedures of routing trucks and types of equipment used in garbage collection.
- Ability to direct employees and provide necessary assistance when complex issues arise.
- Ability to evaluate work performance, ensuring proper procedures are being followed, and department goals are being met.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties required.

This is a full-time, non-contractual position which includes health benefits, generous PTO, and enrollment in the State Pension Plan upon permanent appointment.

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